Members Present: David Bowen, Luz Calvo, Don Gailey, Michael Lee, Monique Manopoulos, Steve Peng, Sam Tran, Nancy White, Donna Wiley, Jiming Wu.

Members Absent: Liz Ginno, Rafae Khan, Joe Tafoya

Guests Present: Jagdish Agrawal, Jiansheng Guo, Caron Inouye, Glen Taylor, Evaon Wong-Kim, Dianne Rush Woods

Meeting called to order at 2:05 p.m.

1. Members and guests introduced themselves.

2. Motion to approve the agenda (Bowen/Gailey), approved.

3. Motion to approve the minutes from 2/17/11 (Calvo/Bowen), approved.

4. Report from the Chair: Lee reported that a number of items have been sent forward to Excom, including memos about two discontinuances for Modern Languages (Portuguese and Russian Minors). Items forwarded also included the revisions to 08-09 CAPR 23 regarding data sets for five-year reviews and annual reports. Lee will prepare a document concerning the annual reports with deadlines and provide it in the spring to department chairs.

A draft memo is in process regarding a meeting held by Lee, Sue Opp and Dianne Rush Woods about the selection process for external reviewers. Language regarding potential reviewers was not included in 08-09 CAPR 23 (revised). The process currently in place is departmental submission of two names with a brief justification and priority ranking to the Dean, which is then sent on to the Provost for final selection and approval. The current policy is considered appropriate by Lee, Opp and Woods. It is also easier and quicker than prior practices, and streamlines the selection process of external reviewers. The Provost Office places emphasis on the importance of external review, pays for the reviewers, and wants a say in the selection process. 08-09 CAPR 23 (revised) has been approved by the Senate and is the formal rule in place. To add language about the process for external reviewers in the document would require an extensive process to make a case for the mistaken omission of the information.

A memo will be sent soon from the Senate and CAPR regarding procedures for program mergers and suspensions.
The ILO Sub-Committee met for the first time. Sharon Green will be the Chair, Donna Wiley is the Secretary, and Michael Lee is an ex-officio member. The group will be meeting every second Thursday at 4 p.m. with the last meeting scheduled for May. It may be necessary for CAPR to schedule an extra meeting on May 12 to approve any ILO Sub-Committee recommendations.

Excom held a discussion about the MSBA request for suspension of the ITM option. CAPR was not aware at the time of the vote that suspension of the only option available (ITM) would result in suspension of the entire program. However, the Chair judged that CAPR would have approved the suspension regardless since this technical detail did not alter the purpose of the suspension which is to seek to determine if the option/program is viable or not. The item was thus forwarded by Excom for approval to the Senate. CAPR members agreed that they were in accord with their Chair’s representation of CAPR’s position on this suspension.

The Engineering Minors approved by CAPR were sent to CIC for approval by Excom. After CIC approves, the items can move forward.

5. As there is no Presidential Appointee at this time, there was no report.

6. Wiley, the APGS appointee, had no report.

7. Old Business - none

8. New Business

   a. Motion to approve a second option in the self-support MBA Global Innovators Option Advisor. The option requires completion of 12 elective credit units specified for the cohort into which a student is admitted. (Wiley/Tran). The option includes face-to-face courses and requires a travel component for international field work. Courses will be taught primarily off-load (extra pay for extra work) by regular faculty, with the potential for some in-load regular faculty, or hiring of adjuncts or lecturers in the future. Students buy the entire package, with advance knowledge of the 18 month schedule. Motion approved, 1 abstention.

   b. Evaon Wong-Kim presented a follow up to her presentation in November on the Five-Year Review and Re-Accreditation of the Masters in Social Work. She provided a summary report of the program plan, changes, curriculum, student learning, assessment, faculty, and resources. The program has continued to grow and now serves over 200 students. Re-accreditation was received by the Commission on Accreditation until 2018. The major area of concern mentioned by the outside reviewers was the low number of faculty in the program. MSW has made good use of 2 major grants to fund coordinators and full-time lecturers, but needs a
number of new faculty lines to meet student demand and comply with accreditation standards. Searches for two new faculty members are being conducted now. There is a need for two more positions in the future assuming the two current searches are successful. Release time to work on assessment is another need of the program. Good ongoing assessment is the key to success with being re-accredited in 2018.

A newly designed 3-year part-time MSW program is being started at Concord in self-support. MSW is working with the military on an initiative to provide trained social workers to work with soldiers returning from active service. The plans for a new option in Gerontology have been shelved at this time, due to the low number of faculty currently available.

The current Concord program has been discontinued due to financial constraints and the low number of faculty. The program faculty will continue to maintain positive relationships with Contra Costa County to focus on finding work for students on stipend and to assure that skills of the MSW graduates are marketable. The program will conduct an evaluation within the next several years to determine if the needs of the area continue to be met.

Wong-Kim will be making a few revisions of the report to send to the program liaison White. White will provide recommendations to CAPR at a meeting in April for approval. Wong-Kim will be invited again at that time.

c. Motion to approval a proposal for a new option in General Biology (White/Wiley). Inouye mentioned that if the proposal is approved two options would be available to students, General Biology and Biology Education. The new option provides a streamlined set of requirements for students. There was discussion about inclusion of a Hazardous Waste course in the option, which Inouye and Gailey will re-evaluate. Motion approved.


10. Motion to adjourn (Wiley/White), approved. The meeting was adjourned at 3:25 p.m.